



Print the sign-in sheet for a training session

When you've been added as the training instructor in Cornerstone for a specific training session, you can print a sign-in sheet, also called a roster, to use when taking attendance at the session.

1. Open the **ILT Admin** tab from the menu bar, then select **View Your Sessions** from the dropdown menu.
2. Browse the calendar to find the date of your training session.
3. Select the title of your session.
4. Select the **View Roster** button at the bottom of the Session Details side panel.
5. Select the **Print Sign-In Sheet** link that is located under the Users heading and above the list of employee names.
6. The sign-in sheet will open in Excel.



You can resize the columns in Excel to allow more room for the signature.

If you don't see your session on the calendar, it's because you haven't been added as the instructor in Cornerstone. To get a copy of the sign-in sheet, search the catalog to find the session, and contact the person listed as the Training Contact on the Session Details panel.

SESSION

Productivity Hacks (11-17-20 PM)

9413

Tue, Nov 17, 2020, 1:00 PM - 2:30 PM CST
Register by Sun, Nov 15, 2020, 1:00 PM

Webinar
WI, USA

1 hour, 30 minutes

English (US)

Business Skills Business Skills, Compliance, Office Productivity

14 out of 45 seats available

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This is the training contact.